

**Information Memorandum No. 03-272****Subject:** DCMA Deployment of Wide Area WorkFlow (WAWF) version 3.0 (INFORMATION)**Date:** June 25, 2003**Target Audience:** All DCMA personnel involved in the processing of contractor claims for payment.**New Information/Guidance/Tools:**

- DCMA initiated Agency-wide deployment of Wide Area WorkFlow (WAWF) in February 2002 with v. 2.0c. It allowed vendors to submit invoices and receiving reports and the Government to inspect, accept, receive and pay electronically. This supports Performance Goals:
  - 2.4.1 "For DCMA administered contracts increase payments processed electronically to 87% by year-end."
  - 2.4.2 "For DCMA administered contracts increase acceptance documents, for source acceptance, received and processed electronically to 85% by year-end."
- WAWF v. 3.0 will be deployed July 21, 2003. It adds Public Vouchers (including final), Performance Based Payments, Commercial Financing Payments, and Progress Payments.
- Performance Based Payments and Commercial Financing Payments will be available for use by all DCMA vendors immediately.
- Initially, Public Vouchers and Progress Payments will be piloted with a small number of vendors to work through any process issues. This functionality will be deployed across DCMA later this calendar year.
- We have trained the CMO-designated WAWF project leads in an effort to preposition WAWF v. 3.0 experts at each CMO.
- Computer Based Training is available for all other WAWF users at <http://www.wawftraining.com>. All DCMA personnel involved in the processing of contractor claims for payment should complete this training and register in WAWF prior to the WAWF v. 3.0 deployment.
- WAWF v. 3.0 eliminates the Pure Edge Forms Viewer. As a result the documents in WAWF do not resemble the paper forms they replace (e.g., DD Form 250). That is acceptable as the WAWF documents (screen and printout) are only representations of the electronic transactions processed by WAWF and are fully compliant with FAR 53.105, "Computer Generation", of forms.
- The recently published DFARS clause (252.232-7003 Mar 2003) requires vendors to submit their invoices electronically. Submitting receiving reports electronically is not mandatory, however those vendors who process their receiving reports in WAWF are relieved from the paper distribution required by DFARS Appendix F.
- The EDI ANSI X-12 856 (electronic Receiving Report/DD250) specifies that only 13 digits be transmitted for the National Stock Number (NSN). Therefore, in accordance with the DFAR and DoD policy WAWF should only contain the basic 13 position NSN. Lack of NSN prefix or suffix is not a reason to reject a WAWF transaction as it is compliant with the existing standards and regulations.
- This information is applicable to Chapters 4.0 - Quality Assurance and Product Acceptance Services and 9.0 - Financing, Payment, and Contract Closeout Services.

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